

**Welcome to our Legal Environment of Business course (BUSI 3332-115, CRN 60065) at Texas A&M University-Central Texas for the summer!**

As you may have experienced, or will soon see, the law impacts many aspects of business operations and our lives. I really look forward to helping you learn more about the legal environment of business this summer. Please feel free to ask questions about legal issues you may see in the news and want to understand more about. Also, feel free to ask questions after you have completed the course, as I still field questions from students I had many years ago!

Due to the way the law impacts us, it is vital that we feel comfortable discussing the various legal issues thoroughly. In doing so, please understand that you all have unique backgrounds and perspectives and that others may not view a situation the same way you do. Please ensure that our discussions are productive and respect the diverse perspectives that your classmates are likely to have. Conflicts or hurt feelings often arise not from the content of what is said but from the tone and delivery.

Just as we have diverse opinions, we also have diverse life circumstances. I have worked hard to create a rigorous yet flexible course to respect those differences. As we explore the law, it can sometimes be confusing. For some, legal terminology is like a foreign language that may not be understood as quickly as it will be for others. There were a few topics in law school that I “got by” on but did not master until a year or two later when I was studying for the bar exam. As such, the course design allows the student who struggles with some content yet is diligent and perseveres to earn an acceptable grade. I do not always see the course the same way you do. If you see an improvement I could make in the structure or presentation of the material, please let me know. I want to avoid issues that interfere with your learning success.

In this learning guide, I provide as much information as possible about the course and my general expectations to put you in the best position to succeed. Additional information is available in our Canvas course. Please check out the “Approaching BUSI 3332” and the “Success Tips from Recent Students” documents in the “Modules” area of Canvas for more information/strategies to help you succeed. **Please do not hesitate to reach out with questions or concerns, even if it’s late at night or on the weekend. That is why I’m here and I do view my job as being available as much as possible to help!**

### **Course Structure/Modality Information:**

This is an **8-week "Fully Online" section**, and you may complete all coursework asynchronously. In-person or synchronous activities are NEVER required. It is important to understand that 8-week courses generally condense the same content into half the time and not cut half the content. Thus, one 8-week course is the equivalent of two 16-week courses. Thus, things move quickly, so plan accordingly!

### **Instructor Contact Information:**

Instructor: Lucas Loafman, J.D., M.B.A.

Office Location: Founders Hall Rm 217R

Email: [loafman@tamuct.edu](mailto:loafman@tamuct.edu) or Canvas Inbox: These are the best methods to contact me for the quickest response, as I frequently check them! I will normally respond to emails within eight hours if not traveling or sleeping, and usually within a few hours.

Department Phone: 254-501-5944 - Leave a message, and I will call back as soon as possible, but it may take longer to respond via phone as I work from home some days.

### **Planned Hours for In-Office Assistance:**

Monday: By advance appointment

Tuesday: By advance appointment

Wednesday: 8:30-5:00, other times by advance appointment

Thursday: By advance appointment

Friday: By advance appointment

Since the summer brings a lot of schedule variability, I am limiting my "fixed" hours. Though it says only Wednesday, I will probably be on campus at least three days a week, with Tuesday and Thursday being more likely additional days. If you prefer to meet in person, please schedule an appointment so I can ensure I don't miss you. Sometimes meetings get scheduled during office hours, or I must step away from my desk for a bit. I can be available earlier or later in the evening with advanced notice. I am also available for WebEx virtual meetings for "after-hours" situations, such as nights and weekends, if that helps you. **Just let me know how I can help!**

### **Staying up to date, especially with any unexpected changes!**

I will do my best to post an "Announcement" on Canvas if I am out of contact for an extended period, or if my planned office hours need to change. Rather than having to check the "Announcements" area in Canvas frequently, you should have your **notifications turned on in Canvas to receive immediate course notifications**. You can do this by clicking on your profile image, clicking notifications, and then changing the announcement alert setting to "notify immediately." Also, if you click on "settings" under your profile, you can modify where Canvas sends a course notification. By default, notifications go to your school address, but you can add a personal email or text message notification option. Please let me know if you have any questions!

## Course Access Information:

This is a “Fully Online” course delivered via the A&M-Central Texas Canvas Learning Management System: [<https://tamuct.instructure.com>] for audio lectures, supplemental materials (like readings and lecture PowerPoints), quizzes, exams, grade reporting, and assignment submissions. The instructions in this learning guide will assist you with gaining access and technical support. Once you are in Canvas, *there is an icon on the left with a question mark surrounded by a circle (says Help when you hover over it) that will have additional Canvas resources if you are unfamiliar with the learning management system itself.*

Though no specific legal knowledge is required as a prerequisite to this course, you must have familiarity with the general use of PowerPoint, Microsoft Word, the Internet, copying and pasting information, and attaching documents for submission.

## Emergency Warning System for Texas A&M University-Central Texas: SAFEZONE

SafeZone provides a public safety application that allows you to call for help with the push of a button. It also enables Texas A&M University-Central Texas to communicate emergency information quickly via push notifications, email, and text messages. All students automatically receive email and text messages via their myCT accounts.

Downloading SafeZone allows access to push notifications and enables you to connect directly for help through the app.

You can download SafeZone from the app store and use your myCT credentials to log in. For more information, you can visit the [SafeZone](http://www.safezoneapp.com) website [[www.safezoneapp.com](http://www.safezoneapp.com)].

To register SafeZone on your phone, please follow these 3 easy steps:

1. Download the SafeZone App from your phone store using the link below:
  - o [iPhone/iPad](https://apps.apple.com/app/safezone/id533054756): [<https://apps.apple.com/app/safezone/id533054756>]
  - o [Android Phone / Tablet](https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp)  
[<https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp>]
2. Launch the app and enter your myCT email address (e.g. {name}@tamuct.edu)
3. Complete your profile and accept the terms of service

## Course Description and Objectives:

**Catalog Description:** The study of principles of law relating to the development and sources of law, dispute resolution, ethics, torts, intellectual property, criminal law, contracts, agency, business entity formation, and international law issues in the 21st century.

**Program Specific Level Outcome (P.L.O.) Map for how BUSI 3332 ties into programmatic assessment:**

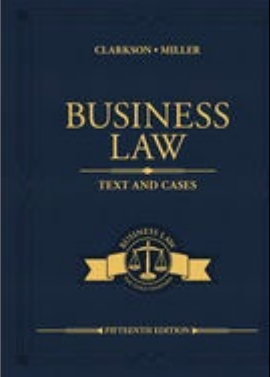
Course and Learning Activities	PSLO 1: Writing Ability: Demonstrate proficiency in written communications.	PSLO 2: Presentation Skills: Demonstrate proficiency in oral presentations.	PSLO 3: Exhibit cross-cultural competencies that will aid in communicating and working with people	PSLO 4: Design and defend a reasoned resolution to an ethical challenge by applying ethical	PSLO 5: Demonstrate knowledge proficiency in the core business disciplines and integrate across multiple business disciplines	PSLO 6: Make decisions through business data analysis
BUSI 3301 Business Communications and Research	I	I	I			
MGMT 3301 Principles of Management	P		P	I	I	I
MKTG 3301 Marketing	I		P		I	
BUSI 3311/2305 Business Statistics						P
BUSI 3332/2301 Legal Environment of Business	P	P		P		
FIN 3301 Financial Management I					I/P	I/P
BUSI 4301 Business Ethics				P		
BUSI 4359 Business Strategy	R	R				
BUSI 4090 (COBA Exam)			R	R	R	R

**Course Level Objectives (CLOs) - Bold Indicates it is also a practiced P.L.O.:**

At the end of the course, the student should be able to, at an acceptable level per the **grading scale** found on page eight of this learning guide (Minimum of 715 Points):

1. Extrapolate critical information from a recent Supreme Court decision. (Chapters 1 and 4 - Week 2 Supreme Court Assignment & Exam #1)
- 2. Evaluate an ethical dilemma utilizing different ethical decision-making frameworks. (Chapter 3 – Application Problems and Exam #1)**
3. Locate sources of legal information that are useful in their daily lives. (Week 6 GTKL Assignment)
4. Demonstrate knowledge of the following major legal areas:
  - a. Foundations of law and ethics (Chapters 1-5 – Quizzes, Application Problems, and Exam #1)
  - b. Dispute Resolution (Chapters 4-5 – Quizzes, Application Problems, and Exam #1)
  - c. Constitutional Impacts on Business (Chapter 2 Quiz, Application Problems and Exam #1)
  - d. Torts (Chapter 6 and 7 Quizzes, Application Problems, and Exam #2)
  - e. Intellectual Property (Chapter 8 Quiz, Application Problems and Exam #2)
  - f. Criminal Law (Chapter 10 Quiz, Application Problems and Exam #2)
  - g. International Law (Chapter 24 Quiz, Application Problems, and Exam #2).
  - h. Contracts (Chapters 11-16, 18-19 Quizzes, Application Problems, and Exam #3)
  - i. Agency Principles (Chapters 32 and 33 Quizzes, Application Problems, and Exam #4)
5. Identify and apply the principle characteristics of various business entities. (Chapters 36-39 Quizzes, Application Problems, Exam #4, and Business Entity Application Assignment in Week 8)
- 6. Demonstrate proficiency in written communications. (Business Entity Application Memo – Week 8)**
- 7. Demonstrate proficiency in oral presentations. (Article Presentation – Week 3).**

## Required Textbook(s) and Resources:

	<p><b>Business Law Text and Cases by Kenneth Clarkson and Roger Miller, 15<sup>th</sup> Edition, Cengage, 2021.</b></p> <p>You can access this text several ways since you DO NOT need access to Mindtap, and you only need the book.</p> <ol style="list-style-type: none"><li>1. Buy it through the Bookstore (Loose Leaf or option 3).</li><li>2. Buy a used copy online.</li><li>3. Cengage Unlimited eTextbooks – You can buy the option through the Bookstore or Cengage for about \$70 for one semester. This gives you electronic access to all textbooks but not the electronic resources like MindTap, which I do not require, that come with Cengage Unlimited. This may include some textbooks for your other courses too. Cengage will rent one for just \$7.99 per book if you want a hard copy. <b>This is approximately \$80 to rent with eText access and a hardcopy for our class, plus access to more textbooks.</b></li><li>4. If you want the electronic resources or a more extended subscription, you can buy Cengage Unlimited eTextbooks + Online Homework Platforms for \$120 for four months, \$180 for a year, or <b>\$240 for two years</b>. Rentals of a hard copy are still \$7.99. <i>You can leverage the two-year option over multiple courses.</i></li></ol>
<p><i>A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The exact text may also be available from an independent retailer, including online.</i></p>	

You need access to a properly configured computer (details on page 12) with speakers or a headset (to listen to any audio/video files), a **webcam for exams, Google Chrome Browser**, PDF reader software like Adobe for additional readings, M.S. Word, & PowerPoint, as well as reliable internet access for accessing course materials, quizzes, exams, and assignment submissions.

**I provide substantial information beyond the text through audio lectures, PowerPoints, and other resources.** I assess this information on quizzes and exams. You may access it by clicking on “Modules” on the left side of Canvas for desktop computer viewing or via the dropdown at the top right of your mobile device. As such, it is highly beneficial that you are actively engaged in the learning process and taking notes. Taking notes, particularly handwritten, has been proven in research to improve knowledge retention. I have provided some resources on notetaking in the "Tips for BUSI 3332 Success" folder in Canvas's "Modules" area. On a personal note, I have been taking an online course with many videos, and taking notes has helped my level of engagement. If I don't take notes, my mind wanders, and I often have to rewatch the video. I would suggest printing the PDF slide document that outlines some key concepts for you and then making notes in the available white space, so you have both the slides and notes together. However, notetaking is also a personal process; do what is comfortable for you!

### **Course Assessments:**

**1. Learning Guide Quiz – 10 points** – This brief quiz helps ensure you review our learning guide and the video, which is essential for course success. You must complete it by **11:59 pm (23:59) on Thursday, June 8th.**

**2. Chapter Content Quizzes – 132 total points** - Each week, you will have two to four short quizzes on the chapter(s) covered that week (24 total). Except for three weeks (1<sup>st</sup>, 5<sup>th</sup>, and 8<sup>th</sup>), these will generally be due on Thursdays each week. Each quiz will have five questions worth 5.5 points (1.1 points per question). Each quiz also has a 10-minute time limit, giving you an average of 2 minutes per question (average completion time for each is usually under six minutes), so be very familiar with the content by reading the chapter(s) and listening to the audio content before taking them. I have the quizzes set up to reveal the correct answers and feedback at midnight the day after they are due. They will remain visible up to the start of the exam for that unit.

As things will come up from time to time that leads to lower performance or a missed quiz, twelve additional points are built into the scoring from the uneven value of 1.1 points per question. These points will make up for missed questions or even two missed quizzes. *These assessments align with CLOs 4 and 5 and are the first opportunity to check your learning for the chapter(s).*

**3. Content Application Activities - 150 Points** – Each week we will examine chapter cases and work on application problems over the material that week. Each of these activities is generally worth twenty points (the last one is ten), and your grade is based on completion and effort, not technical accuracy. Except for Activities 1, 5, and 8, these will generally be due on **Saturdays**. As I do anticipate that things will come up from time to time that leads to lower performance or a missed activity, I will replace your lowest score with the average score on your remaining activities. Basically, this gives you a somewhat “free week” this summer. *These activities align with CLO’s 2, 4, and 5 and are the second opportunity to check your learning for the chapter(s).*

**4. Analyzing a Supreme Court Decision – 80 Points** – The assignment details are posted in the “Assignments” tab in Canvas, along with an example from a previous term. You will **submit this via Canvas by 11:59 pm (23:59) on Friday, June 16th.** *This assessment aligns with CLO 1*

**5. Article Presentation – 40 Points** – First, you will find a recent article (within the last three months) connected to a course concept. Then, you will summarize and connect the article to class concepts in a video recording to submit via Canvas. It is up to you to **make the article’s connection to class concepts crystal clear.** That connection component and the summary are worth 20 points for the grade. The remaining 20 points will go to the quality of the presentation itself. See the rubric attached to the assignment instructions in Canvas for guidance on proper presentation skills and how the scoring details of the assignment. **The article presentation video must be submitted in Canvas by 11:59 pm (23:59) on Sunday, June 25th.** *This assessment aligns with CLO 7.*

**6. Getting to Know the Law Assignment (GTKL) – 100 Points** – The assignment details are posted in the “Assignments” tab in Canvas. You will **submit this via Canvas by 11:59 pm (23:59) on Friday, July 14th**. *This assessment aligns with CLO 3.*

**7. Business Entity Application Memo – 100 Points** - You or a family member may start a business in your life. One of the major decisions facing entrepreneurs is how to organize their businesses. This assignment will apply what you have learned to a hypothetical business scenario. You will find more detailed instructions in the “Assignments” tab in Canvas, along with an example from a previous term. You will **submit this via Canvas by 11:59 pm (23:59) on Wednesday, July 26th**. *This assessment aligns with CLOs 5 & 6.*

**8. Exams - 4 exams (approximately one every two weeks) comprising 100 Points** of your grade each (**400 points combined**) – Our exams will be available for at least two days via Canvas (usually Sunday/Monday). The exam will open at 12:00 AM on day one and close at 11:59 PM CST on day two, with a time limit of 120 minutes. 11:59 pm is a hard cut-off, so if you start the exam at 11:00 pm, you will only have one hour. If you start too late, I may still not be awake to respond to a message about an exam issue. If you have an unavoidable conflict with the scheduled date, an exam might be opened early or later, but only in extreme cases, given the replacement possibility below. Since I have been lied to, I will likely require documentation of severe illness, funerals, sudden necessary trips, or field exercises. Exams may include multiple choice, T/F, and essay questions at my discretion. Still, the current plan is 34 multiple choice/T/F questions worth 2.2 points each and five short essays worth 5.04 points each. The online exams utilize Proctorio remote proctoring technology, **so you will need a webcam. The proctoring software will also require you to use Google Chrome AND have the Proctorio extension on the browser, or you will get a message about a non-existent access code. I tried one semester not to use Proctorio and had over ten students get impermissible help during the exam.** You may use your textbook, including an eText, or our Canvas page for assistance, but no other resources may be used, or it will be an academic integrity violation.

To help with exams, I have also posted a "practice exam" that contains half the number of exam questions and is similar in format. It is not intended as a review but as an example of the structure. It allows you to practice timing to answer all the questions within the allotted time. *Depending on the exam, these assessments align with CLOs 2, 4, and 5 and serve as the third opportunity to assess your learning of the covered chapters.*

Students occasionally have an exam grade that differs substantially from performance on the rest, particularly the first when learning the timing and structure. If this is the case or you miss an exam with a valid excuse, you may submit a research paper to replace a grade on one of your first three exams. The topic would have to be approved by me, cover a learning objective in the replaced exam, and be at most 1,500 words. You may find additional details in the "Assignments" area of Canvas. You may also submit a draft for a brief review and comment on a more polished product. **To be eligible for this replacement option, you must have scored at least a 40 on the exam and not have had an academic integrity violation in the course.**

**Grading Details - Especially Note the C, D, and F Ranges**

Assessment	Points	% of Total	CLO's	Total Point Ranges	Equivalent Letter Grade
Learning Guide Quiz	10	1%	NA	895-1017	A - Excellent
Chapter Quizzes	132	13%	4 & 5	795-894	B - Good
Application Activities	150	15%	2, 4, & 5	715-794	C - <b>Acceptable</b>
Supreme Court Analysis	80	8%	1	645-714	D – <b>Credit awarded, but GPA implications</b>
Article Presentation	40	4%	7	644 or less	F – <b>No Credit</b>
GTKL Assignment	100	10%	3		
Entity Memo	100	10%	5 & 6		
Proctorio Check	5	Bonus	NA		
Exams	400	40%	2, 4, & 5		
	1017	100%			

I may also adjust grades at the end of the semester based on class results, meaning that a point total may qualify for a higher letter grade than the scale normally provides to facilitate an appropriate grade distribution.

**\*\*\*\*\* A bonus assignment is posted on the left side of Canvas under "Assignments." Be sure to comply with the deadline of *Friday, July 21st*. To be eligible, you must not have more than three missing minor assignments (Quizzes and Application Activities) or one major assignment without permission. Also, you cannot have had an academic integrity violation in the course. \*\*\*\*\***

**Grade and Feedback Timeline**

Assignment grades should be posted in Canvas within four days of the due date, but my goal is less than forty-eight hours. The most frequent grading delay comes from needing to wait on late submissions to preserve integrity.



## Late Work Policy Information:

1. No credit will be given for missed quizzes, application activities, or the article presentation without pre-approval, as flexibility is already built into the grading system.
2. The Supreme Court, Getting to Know the Law, and Business Entity Assignments will lose 10% of the points available per day late. It is generally in your best interest to submit an assignment a day or two late and complete than on time with only half done, especially the GTKL. **You are allowed one extra day on one of these assignments by sending me an email before the assignment is due with a brief explanation of the reason for the delay (even if it is just procrastination, as honesty is a great trait), and submitting the assignment within the initial 24-hour extension.**
3. For Exams, see the previous explanation under "Course Requirements" and "Exams."

**COURSE OUTLINE AND CALENDAR – All times are Central Standard Time (C.S.T.) – See the "Course Information" and "Course Requirements" sections for chapter content and assessment alignment with course objectives.**

### Unit #1 – Weeks 1 & 2 and Chapters 1-5

Week 1 – June 5th

1. Spend time familiarizing yourself with Canvas Course, including watching the Course Video Tour. Read the learning guide and watch the explanatory video.
2. Read **Chapters 1** (Overview of Employment Law), **4** (Courts and Alternative Dispute Resolution), and **5** (Court Procedures) and listen to the chapter audio lectures by Friday, the 9th. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
3. **Complete the Learning Guide quiz by 11:59 PM (23:59) on Thursday, June 8th.**
4. **Complete the three Quizzes for Chapters 1, 4, & 5 by 11:59 PM (23:59) on Friday, the 9th. (Generally, on Thursdays going forward!)**
5. **Submit Application Activity #1 (Chapters 1, 4, and 5) by 11:59 PM (23:59) on Sunday, the 11th. (Generally, on Saturdays going forward!)**

Week 2 – June 12th

1. Read **Chapters 2** (Business and the Constitution) and **3** (Ethics in Business) and listen to the chapter audio lectures by Thursday, the 15th. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
2. **Complete the two Quizzes for Chapters 2 & 3 by 11:59 PM (23:59) on Thursday, June 15th.**
3. **Submit Supreme Court Case Assignment by 11:59 PM (23:59) on Friday, the 16th.**
4. **Submit Application Activity #2 (Chapters 2 and 3) by 11:59 PM (23:59) on Saturday, the 17th.**
5. **Complete Exam #1 covering Chapters 1-5 between 12:00 AM (00:00) on Sunday, June 18th, and 11:59 PM (23:59) on Tuesday, the 20<sup>th</sup> (extra day due to the observance on Juneteenth).**

## **Unit #2 – Weeks 3 & 4 and Chapters 6-8, 10 and 24**

Week 3 – June 19th

1. Read **Chapters 6** (Tort Law), **7** (Strict Liability and Products Liability), and **8** (Intellectual Property) and listen to the chapter audio lectures by Thursday, the 22nd. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
2. **Complete the three Quizzes for Chapters 6, 7, & 8 by 11:59 PM (23:59) on Thursday, June 22nd.**
3. **Submit Application Activity #3 (Chapters 6-8) by 11:59 PM (23:59) on Saturday, June 24th.**
4. **Submit the Article Presentation Assignment by 11:59 PM (23:59) on Sunday, June 25th.**

Week 4 – June 26th

1. Read **Chapters 10** (Criminal Law & Cyber Crime) and **24** (International Law Only,) and listen to the chapter audio lectures by Thursday, the 29th. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
2. **Complete the two Quizzes for Chapters 10 & 24 by 11:59 PM (12:30) on Thursday, June 29th.**
3. **Submit Application Activity #4 (Chapters 10 & 24) by 11:59 PM (23:59) on Saturday, July 1st.**
4. **Complete Exam #2 covering Chapters 6-8, 10, & 24 between 12:00 AM (00:00) on Sunday, July 2nd, and 11:59 PM (23:59) on Monday, the 3rd.**

## **Unit #3 – Weeks 5 & 6 and Chapters 11-16 and 18-19**

Week 5 – July 3rd

1. Read **Chapters 11** (Nature and Terminology), **12** (Agreement), **13** (Consideration), and **14** (Capacity and Legality) and listen to the chapter audio lectures by Friday the 7<sup>th</sup>. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
2. **Complete the four Quizzes for Chapters 11, 12, 13, & 14 by 11:59 PM (23:59) on Friday, July 7<sup>th</sup> (Extra Day This Time).**
3. **Submit Application Activity #5 (Chapters 11-14) by 11:59 PM (23:59) on Sunday, the 9<sup>th</sup> (Extra Day This Time).**
4. Be working on the Getting to Know the Law Assignment due next week.

Week 6 continued on the next page...

Week 6 – July 10th

1. Read **Chapters 15** (Mistakes, Fraud, and Voluntary Consent), **16** (The Writing Requirement), **18** (Performance and Discharge), and **19** (Breach and Remedies and listen to the chapter audio lectures by Thursday, the 13th. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
2. **Complete the four Quizzes for Chapters 15, 16, 18, & 19 by 11:59 PM (23:59) on Thursday, July 13th.**
3. **Submit the Getting to Know the Law Assignment by 11:59 PM (23:59) on Friday, July 14th.**
4. **Submit Application Activity #6 (Chapters 15-16 & 18-19) by 11:59 PM (23:59) on Saturday, the 15th.**
5. **Complete Exam #3 covering Chapters 11-16 and 18-19 between 12:00 (00:00) on Sunday, the 16<sup>th</sup>, and 11:59 PM (23:59) on Monday, the 17th.**

#### **Unit #4 – Weeks 13-16 and Chapters 32-33 and 36-39**

Week 7 – July 17th

1. Read **Chapters 32** (Agency Formation & Duties), **33** (Agency Liability and Termination), **36** (Small Businesses and Franchises), and **37** (All Forms of Partnerships) and listen to the chapter audio lectures by Thursday, the 20th. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
2. **Complete the four Quizzes for Chapters 32, 33, 36, & 37 by 11:59 PM (23:59) on Thursday, July 20th.**
3. **Submit the Optional Bonus Assignment online by 11:59 PM (23:59) on Friday, July 21st.**
4. **Submit Application Activity #7 (Chapters 32-33 & 36-37) by 11:59 PM (23:59) on Saturday, the 22nd.**
5. You also need to be working on the Entity Assignment due early next week, as well as reading Chapters 38 and 39 with so much happening in one week.

Week 8 – July 24th

1. Read **Chapters 38** (LLC's and Special Business Forms) and **39** (Corporate Formation and Financing) and listen to the chapter audio lectures by Tuesday, the 25th. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
2. **Complete the two Quizzes for Chapters 38 and 39 by 11:59 PM (23:59) on WEDNESDAY, July 26th.**
3. **Submit the Entity Assignment by 11:59 PM (23:59) on Wednesday, the 26th.**
4. **Submit Application Activity #8 (Chapters 38 & 39) by 11:59 PM (23:59) on THURSDAY, the 27th.**
5. **Complete Exam #4 covering Chapters 32-33 & 36-39 between 12:00 (00:00) on THURSDAY, the 27<sup>th</sup>, and 11:59 PM (23:59) on FRIDAY, the 28th.**

### **Important University Dates for the Summer 2023 Term:**

June 5, 2023	Classes Begin
June 12, 2023	Deadline to Drop 8-Week Classes with No Record
June 19, 2023	Juneteenth (University Closed)
July 4, 2023	Independence Day (University Closed)
July 7, 2023	Deadline for Graduation Application for Ceremony Participation
July 14, 2023	Deadline to Drop 8-Week Classes with a Quit (Q) or Withdraw (W)
July 14, 2023	Student End of Course Survey Opens (8-Week Classes)
July 28, 2023	Classes End for 8-Week Session
July 28, 2023	Deadline to Withdraw from the University for 8 -Week Classes
August 1, 2023	Deadline for Faculty Submission of 8-Week Final Class Grades (3pm)
August 1, 2023	Student End of Course Survey Closes (8-Week Classes)
August 11, 2023	Commencement Ceremony Bill Yowell CC in Warrior Hall at 10 AM
August 11, 2023	Deadline for Applications for \$1,000 Tuition Rebate for Summer
Graduation (5pm)	
August 11, 2023	Deadline for Degree Conferral Applications to the Registrar's Office; \$20 Late Application Fee

### **TECHNOLOGY REQUIREMENTS AND SUPPORT**

#### **Technology Requirements**

This course will use the A&M-Central Texas Instructure Canvas learning management system. **We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.**

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

#### **Canvas Support Information:**

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select "Chat with Canvas Support," submit a support request through "Report a Problem," or call the Canvas support line: 1-844-757-0953. For issues related to course content and requirements, contact your instructor.

#### **Online Proctored Testing Information:**

A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). **Proctorio also requires the Chrome web browser with their custom plug in.**

**Other Technology Support Information:**

For log-in problems, students should contact Help Desk Central  
24 hours a day, 7 days a week

Email: [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [http://hdc.tamu.edu]

*Please let the support technician know you are an A&M-Central Texas student.*

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**UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES****Drop Policy Information:**

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [https://www.tamuct.edu/registrar/docs/Drop\_Request\_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled,

FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or V.A. educational benefits.

**University Academic Integrity Statement:**

Texas A&M University-Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Office of Student Conduct. **When in doubt about collaboration, citation, or any issue, please contact your instructor before taking a course of action.**

For more [information regarding the Student Conduct process](https://www.tamuct.edu/student-affairs/student-conduct.html), [https://www.tamuct.edu/student-affairs/student-conduct.html].

If you know of potential honor violations by other students, you may [submit a report](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0), [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\_id=0].

**My Academic Integrity Statement:**

Except for the application activities, all work in this course is to be **completed individually**. You may get rare/occasional assistance from other students about where you found specific information/answers, but I want to avoid seeing close/identical answers. I have a good eye for this, as my memory is very good! **The usage of AI, or similar technologies, and/or student “support” sites like Course Hero, Chegg, etc. for course assignments is strictly prohibited. I will be watching for this very closely!** If you need help, ask me! Any instance of academic dishonesty likely will result in an F in my course. I have taught this course long enough that I can quickly tell if you are colluding or getting impermissible assistance.

**Copyright Notice:**

The reproduction of **ANY** course material (**assignments, questions, etc.**), including digital sharing beyond current BUSI 3332 classmates, is strictly prohibited without my permission. Violation of copyright, such as posting course materials on websites like Course Hero, Chegg, etc., is against the law and Texas A&M University-Central Texas’ Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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**Academic Accommodation Assistance:**

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Warrior Center for Student Success, Equity and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations, please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information, please visit our Access & Inclusion Canvas page (log-in required) [<https://tamuct.instructure.com/courses/717>]

**Important information for Pregnant and/or Parenting Students:**

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from U.S. Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit [Student Affairs](https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html) [<https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html>]. Students may also contact the institution’s Title IX Coordinator. If you would like to read more about these [requirements and guidelines](#) online, please visit the

website [<http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

### **Tutoring Information:**

Tutoring is available to all A&M-Central Texas students, both virtually and in-person. Student success coaching is available online upon request.

If you have a question, are interested in becoming a tutor, or in need of success coaching contact the Warrior Center for Student Success, Equity and Inclusion at (254) 501-5836, visit the Warrior Center at 212 Warrior Hall, or by emailing [WarriorCenter@tamuct.edu](mailto:WarriorCenter@tamuct.edu).

To schedule tutoring sessions and view tutor availability, please visit [Tutor Matching Services](https://tutormatchingservice.com/TAMUCT) [<https://tutormatchingservice.com/TAMUCT>] or visit the Tutoring Center in 111 Warrior Hall.

Chat live with a remote tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas except writing support. Access Tutor.com through Canvas.

### **University Writing Center:**

Located in Warrior Hall 416, the University Writing Center (U.W.C.) at Texas A&M University–Central Texas (A&M–Central Texas) is a free service open to all A&M–Central Texas students. During the Summer 2023 semester, the UWC will be operating entirely online, with tutors available Monday-Thursday from 10:00 a.m.-4:00 p.m. (starting Monday, June 5th), Monday-Thursday from 6:00-9:00 p.m. (starting Thursday, June 8th), and Saturday from 12:00-3:00 p.m. (starting Saturday, June 17th). Please feel free to encourage your students to take advantage of the UWC throughout the summer semester!

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the U.W.C. by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the U.W.C. is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via WOnline at <https://tamuct.mywconline.com/>. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) if you have any questions about the U.W.C., need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor by making an appointment via WOnline at <https://tamuct.mywconline.com/>. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) if you have any questions about the U.W.C., need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

### **University Library Information:**

The University Library & Archives provides many services in support of research across campus and at a distance. We offer over 350 electronic databases containing approximately 631,525 eBooks and 75,149 journals, in addition to the 97,443 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place virtually through WebEx, Microsoft Teams or in-person at the library. [Schedule an appointment here](https://tamuct.libcal.com/appointments) [<https://tamuct.libcal.com/appointments>]. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](https://tamuct.libguides.com/index) [<https://tamuct.libguides.com/index>]

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### **A Note about Sexual Violence at A&M-Central Texas**

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Wellness and Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors



we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/compliance/titleix.html) [https://www.tamuct.edu/compliance/titleix.html].

**Behavioral Intervention:**

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the [referral](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/bit) website for more information [https://www.tamuct.edu/bit]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5805.